

# MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

<b>Policy Subject: Facility Security</b>	
<b>Policy Number: STP 02</b>	<b>Standards/Statutes: ARM 37.27.108.120</b>
<b>Effective Date: 01/01/02</b>	<b>Page 1 of 2</b>

**PURPOSE:** To provide a safe, secure facility for staff and patients

**POLICY:** Facility doors are to be locked and kept locked on all holidays, weekends and in the evenings after 4:00 p.m.

## **PROCEDURE:**

I. The charge nurse is responsible for assuring the facility doors are secured at 4:00 p.m. each weekday.

II. On weekends and holidays the doors are to be kept locked at all times.

III. Doors that are the responsibility of the charge nurse are:

IV. At the front entrance both the entrance door and the sliding door will be locked at appropriate times.

V. The south stairwell door.

VI. The north stairwell door.

VII. A buzzer and intercom system along with cameras to view outside activity are located at both the front and south end entrances and available at all times for visitors and staff.

VIII. Camera monitors are located at both the second and third floor nursing stations allowing staff to monitor individuals requesting entrance to the facility.

IX. Butte Convalescent Center (BCC) is responsible for other doors located in the basement area of the facility.

X. Night shift treatment specialists are required to complete security checks of the building two to three times per night. Appropriate doors need to be checked to assure they are secured and

- A. Duplicate keys to use in an emergency are stored in the locked key box on first floor.
- B. Personnel with access to the locked key box are limited to:
  - C. Charge nurse
  - D. Safety Officer
  - E. Custodian
- F. The safety officer assigns required key(s) to personnel. A log is kept of which key(s) each person has in his or her possession.
- G. Personnel in possession of keys are required to surrender them the safety officer upon their termination from the facility.
- H. The safety officer will check on the log that the key(s) have been returned.
- I. If a key(s) is lost it is the responsibility of the staff member to notify the safety officer who will record it in the log and issue a new key(s) if it is essential for the employee to have a specific key(s).